

INSTRUCTIONS FOR FILING A TEMPORARY USE PERMIT APPLICATION

Fill out the application as completely as possible. Bring the application and supplemental information to the Community Development Department, 500 Castro Street, Mountain View, along with the appropriate fee (see fee schedule on the application for further information). Supplemental information may include the following:

1. A letter including the following information:
 - Set-up and removal dates.
 - Description of the event or use, including date(s) and time(s).
 - Approximate number of people attending and staffing the event.
 - Any additional information regarding special or unusual circumstances associated with the event.
 - Information describing the impacts, if any, of the use/event on adjacent properties and the community.
 - If the use will last for more than thirty-five (35) consecutive days, separate letters signed by the property owners of each abutting property stating their agreement of the use shall be submitted.
2. A dimensioned site plan including the following items:
 - Uses of adjacent properties.
 - The approximate location of where the proposed use is to occur on the site.
 - The size of any proposed tent(s), canopies, temporary membrane structures, trailers, etc.
 - If there is an effect on a parking lot, list the number of spaces affected and where parking will occur.
 - Streets that are proposed to be closed to the public (if applicable).
 - Location and orientation of the stage if live and/or amplified music will occur. Also, the type of power source; i.e., generator, PG&E, etc.
 - Pedestrian travel pathways.
 - Location of safety features such as cones, barricades, etc.
 - Location of on-site fire protection equipment (i.e., hydrants, Fire Department sprinkler connectors, etc.).

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3. For tents and temporary membrane structures (TMS) exceeding 200 square feet, or canopies exceeding 400 square feet, include the following information:
- A detailed floor plan showing:
 - a. Number of occupants.
 - b. Exit and seating plan: Indicate the number and location of exits, as well as exit widths and exit signs; seating arrangement; aisle locations and widths. Indicate type of exit door(s), slider(s) or whether none are intended.
 - c. Table arrangement plan (if applicable): Indicate number of tables and approximate locations. Do not obstruct exit doors or exit openings with tables, chairs or displays.
 - d. Number, type, rating and locations of portable fire extinguishers.
 - e. Type and location of portable heating appliances and fire extinguishers.
 - Indicate whether food warming (i.e., sterno) is planned. Cooking is prohibited in tents, canopies and TMS occupied by the public. Candles are prohibited in tents, canopies or TMS occupied by the public.
 - Submit fire-retardant certificates for the tent sidewalls, curtains and tops. Submit copies of fire-retardant treatment certificates for any decorations (including stage drops) and floor coverings (i.e., carpet such as indoor/outdoor carpeting).
 - Lightweight extension cords (commonly referred to as "zip" cords) are prohibited. Heavy-gauge extension cords and SO cords are permitted provided they are grounded and the maximum anticipated amperage does not exceed their listed capacity. Extension cords shall not be spliced together nor subject to damage from foot traffic, etc. Multi-outlet fused power taps are permissible provided their listed capacity is not exceeded. Power taps shall NOT be daisy-chained together. All portable electrical extension devices shall be in good working condition and not in any form of disrepair (broken, frayed insulation, exposed conductors, etc.).
 - Review and comply with the Santa Clara County Standards for Tents, Canopies and Temporary Membranes and/or Santa Clara County Standards for Outdoor Carnivals and Fairs (available online at <http://www.unidocs.org>).

Planning personnel will review the completed application and offer you a choice of either hand-carrying it to the City Attorney's Office, Fire Department and/or Police Department for signatures, or routing it through our inter-office mail. If you choose to have us route the materials, you should submit the application a minimum of two (2) weeks prior to the event date. If you intend to hand-carry the application, you should do this approximately one (1) week in advance of the event. Once all the necessary signatures have been obtained on the permit application, you will be given a copy. Your copy should be available at the event should any City official request to see it.

If you have any questions determining which departments will need to review your application, contact the Community Development Department at (650) 903-6306.

CITY OF MOUNTAIN VIEW • COMMUNITY DEVELOPMENT DEPARTMENT

TEMPORARY USE PERMIT APPLICATION

Issuance of a temporary use permit is subject to the conditions and representations shown on the permit application form with attached drawings. Any violation of the conditions or representations set forth and/or made herein may result in the immediate suspension or revocation of this permit.

1. Application number (see Planning Division): _____
2. Description of proposed use: _____
Address or location of proposed use: _____
3. Starting date of proposed use: _____
Ending date of proposed use: _____
Hours of operation: _____
Proposed date/time of Fire Department inspection (*allow 72 hours notice*): _____
4. Date the proposed use will be cleared from site or building: _____
5. Operator of proposed use: _____
6. Address and phone number of operator: _____

7. Items to be sold (if any): _____
8. Electric power pole permit number: _____
9. Date utilities to be removed: _____
10. Applicant's signature: _____ Date: _____
11. Applicant's name/address: _____

12. Phone (Day): _____ (Evening): _____
13. Signature of property owner approving proposed use of site or building:

(*Print name here*) (*Sign name here*)
14. Address and phone number of property owner approving proposed use: _____

**APPROVALS MUST BE OBTAINED FROM THE DEPARTMENTS NOTED ON THE
BACK PAGE OF THIS APPLICATION**

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Approvals may be obtained by the applicant by taking this form to the offices listed below; **OR**, this form may be left at the Community Development Department and final action on this application will be mailed to the applicant within two weeks of submittal.

The Fire and Police Departments are located at 1000 Villa Street, Mountain View. For more information, call (650) 903-6378 (Fire); (650) 903-6350 (Police).

- ☐ Code Enforcement Division Release Required.

Signature of Code Enforcement Officer

Date

- ☐ Fire Department Release Required.

Signature of Fire Prevention Officer

Date

- ☐ Police Department Release Required.

Signature of Police Department Official

Date

- ☒ Building Inspection Division Release Required.

Signature of Deputy Community Development Director of Building and Safety (or designee) *Date*

Building Inspection Division release is subject to issuance of required permits and satisfactory completion of all required inspections. For information, call (650) 903-6313.

- ☒ Planning Division Release Required.

Signature of Zoning Administrator (or designee)

Date

Submit completed application with plan, approvals and fee to the Community Development Department, 500 Castro Street, Mountain View, California, 94041. For more information, call (650) 903-6306. Application fees are:

- \$53 when Planning and Building releases are required.
- \$106 when three signatures are required.
- \$159 when four or more signatures are required.
- Separate fees are charged by the Fire Department for all on-site inspections.

Issued By/Date:_____

Date Permit Expires:_____

Planning Fee (Account No. 213215-42707):_____ Receipt Number:_____

Fire Department Fee (Account No. 265510-42706):_____

Code Enforcement Fee (Account No. 030551-42706):_____

Police Department Fee (Account No. 270918-42706):_____

BE/4/CDD/836-11-21-00A^